

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **FINGERPRINT & EVIDENCE SPECIALIST**

DEPARTMENT: **POLICE**

BASIC FUNCTION:

Under general supervision, to perform latent (partial) print examination and identification; identify, photograph, collect, transport, and preserve physical evidence from crime scene investigations; and to do related work as assigned.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Fingerprint & Evidence Specialist class perform a variety of non-sworn, advanced and highly specialized tasks related to latent fingerprint collection and examination and crime scene evidence collections. The position is characterized by an exceptionally high degree of responsibility for accuracy and quality of work and for great attention to detail requiring in-depth knowledge and accountability in processing information.

KEY RESPONSIBILITIES:

Identify, examine, collect, document, preserve and transport evidence at crime scenes; search for latent impressions and other physical evidence; prepare evidence lists and property tags for collected property and evidence; operate assigned vehicles; take photographs under field and laboratory conditions.

Dust and lift latent prints and fingerprints; develop latent fingerprints using laser and chemical enhancements; classify, identify and examine fingerprints; compare latent prints to inked prints; evaluate latent prints to determine quality, integrity and identity; maintain logs and records of examinations.

Prepare, enter, and compare latent fingerprints in the automated California Identification System (Cal-ID), Automated Fingerprint Identification Systems (AFIS) and related systems.

Process and prepare evidence for court and testify as an expert witness on all phases of latent print identification, crime scene photography and other physical evidence.

Write comprehensive reports on latent print identification findings and crime scene processing.

Train and lead the work of full-time, part-time and volunteer personnel.

Provide court testimony.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Methods and techniques used in the identification, collection and preservation of property and evidence

Commonly used fingerprint classification systems.

Principles and practices of crime scene photography.

Rules and procedures of providing testimony in court.

Photographic equipment, developing and printing methods, materials and techniques.

Safe work methods and safety regulations pertaining to the work, including traffic control and protective clothing and devices related to the work.

Ability to:

Perform a variety of property and evidence collection, processing and analysis functions.

Lift, read, classify and identify latent fingerprints.

Take clear and accurate photographs.

Understand criminal tendencies.

Observe accurately and remember names, faces, numbers, incidents and places.

Maintain the integrity of evidence and chain of custody in accordance with established guidelines.

Prepare accurate written reports; maintain accurate and legible logs and records. Communicate clearly and concisely, both orally and in writing.

Understand and carry out oral and written directions.

Operate and maintain assigned vehicles and equipment in a safe and skillful manner.

Work independently.

Establish and maintain effective relationships with those contacted in the course of work.

Utilize computer information systems to include digital processing, database inquiry and word-processing.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to graduation from high school and two years of experience in the classification and identification of latent prints; some experience in evidence collection is required.

Degree from an accredited college or university in Administration of Justice or related field is desired. Successful completion of the Police Officer Standards in Training (POST), California Department of Justice (CAL-DOJ) or Federal Bureau of Investigation (FBI) courses in evidence technology and fingerprint analysis is also desired.

SPECIAL REQUIREMENTS:

Possession of an appropriate California Driver's License is required.

PHYSICAL/MENTAL REQUIREMENTS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Specific vision abilities required by this job include the ability to perceive the full range of the color spectrum, close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret information and documents; analyze and solve problems; use and apply reasoning and abstract concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work; work under intensive deadlines; work under potentially stressful situations; and interact with staff and others encountered in the course of work.

The employee works under varying environments ranging from typical office conditions with low noise levels to adverse outdoor conditions including inclement weather and loud noise. Additionally, the employee may be exposed to victims and suspects of crimes, chemicals or working in unhealthy crime scenes. Employee is required to travel within and outside City limits during normal work hours to visit crime scenes or attend meetings. Lastly, the employee is required to be on-call for crime scene investigations after normal working hours.

Police

Salary Schedule

Carlsbad Police Officers' Association Salary Schedule

Benefits

City of Carlsbad Police Department Benefits